



TRAVEL SUPPORT INSTRUCTIONS

South Carolina State Library - LSTA – PL 108-81, As Amended

Submit (1) paper copy with original signatures to the LSTA Coordinator

1. **TRAVELER'S NAME.** This is the name of the individual who is reimbursed by the sub grantee for travel in support of the LSTA project.
2. **LIBRARY'S NAME.** This is the name of the sub grant (organization) recipient.
3. **TRAVEL PURPOSE.** Specify purpose as it relates to the approved Project (conference, workshop, class, etc.)
4. **DATE.** This is the date of the actual travel.
5. **TIME.** This is the time of departure or arrival.
6. **AM/PM.** Indicate whether the TIME is morning or afternoon.
7. **DEPARTURE FROM.** Enter the name of the initial point of departure (City/State) and the point of departure for the return trip.
8. **ARRIVAL LOCATION.** Enter the name of the destination (City/Cities and State).
9. **# MILES.** Enter the number of miles from the initial point of departure to the destination and for the return trip. If number of miles is significantly different from mileage indicated on maps, provide an explanation.
10. **MILES @ ___ per mile.** Mileage is reimbursable at the County rate or State rate, whichever is lower, but may not exceed the Standard IRS Business rate.
11. **REGISTRATION FEE. Receipt is required.** Enter the total amount of registration fee paid. Meals included in the registration fee are allowable as part of the registration fee reimbursement as is lodging.
NOTE: ANY meals or lodging included in a conference or convention registration are deducted from the travel claim for meals per diem. Lodging and meals being reimbursed as part of the registration fee MAY NOT BE CLAIMED FOR PER DIEM REIMBURSEMENT.
12. **LODGING. Legible receipts are required and must** include the name of the hotel/motel, traveler's name, date(s) of stay, a breakdown of charges and amount paid. L
13. **AIR TRANSPORTATION. Legible receipts are required and must** include the vendor's name, traveler's name, travel date(s), the destination, and amount of airfare.
14. **OTHER TRANSPORTATION. Legible receipts are required and must** include the vendor's name, traveler's name, the date(s), destination, and amount. Other transportation includes ground transportation to and from the airport (such as taxi cabs and airport shuttles) as well as airport or hotel parking.
15. **MEALS.** Receipts are required for meals (state per diem schedule applicable).
16. **MISCELLANEOUS.** Incidental expenses such as fees and tips given to porters, baggage carriers, bellhops and the like shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the governmental unit in its regular operations. **Incidental expenses unallowable under LSTA are not reimbursed.**
17. **TOTAL/GRAND TOTAL.** Add rows across to get a total for each day. Add the total column down to get a grand total of travel reimbursement.
18. **SIGNATURE.** The traveler's signature confirms that the traveler's expenses incurred were necessary in the performance of official duties related to the approved LSTA project/award.
19. **LIBRARY APPROVAL.** The signature verifies that the library recognizes the expenses as necessary in the performance of official duties related to the approved LSTA project/award.